

## **State Registrar, Director of Vital Records**

**SUMMARY:** The State Registrar is appointed by the Commissioner of Health, and reports to the Assistant Commissioner of the Division of Policy, Planning and Assessment. The State Registrar directs the Office of Vital Records and Vital Statistics and acts as the custodian of all vital event records (birth, death, marriage and divorce) received by the state registrar and the Office of Vital Records; executes Tennessee Code Annotated, Title 68, Chapter 3, parts 1-5; and has supervisory power over the local registrars and deputy registrars.

### **DISTINGUISHING FEATURES:**

1. Manages and provides direction for the general operation of the Office of Vital Records, with a staff of 54.
2. Develops work-plans and monitors projects and tasks to confirm that they are carried out as designed, are technically sound, and are progressing on schedule in order to achieve short- and long-term goals.
3. Determines functional objectives, staffing and training needs for the Office of Vital Records.
4. Conducts direct cost and utilization analyses related to rate setting, certificate issuance and financial projections, and program performance evaluation.
5. Provides technical and analytical expertise in responding to complex, specialized report requests requiring high-level data analysis and data management.
6. Provides copies of certificate or reports required under the TCA or other information derived from the certificates or reports as the state registrar shall determine are necessary to local health agencies for local health planning and program activities.
7. Manages relationships and communications with representatives of multiple federal and state agencies.
8. Interprets, explains and enforces Vital Records and Vital Statistics laws, rules, policies and procedures as they apply to a specific case.
9. Maintain and update all office policies, procedures for compliance with statutes and national models.
10. Oversees the operation and performance of the Vital Records electronic registration systems.
11. Ensures efficient and effective collection and submission of birth and death data to be in compliance with the National Center for Health Statistics and the Centers for Disease Control and Prevention.
12. Works with Vital records and IT staff to establish requirements and output standards; develops, implements, and enforces policies and procedures; and evaluates customer issues, facilitates problem resolution, and maximizes customer service.

### **DESIRED COMPETENCIES:**

The person appointed to this position must possess all the core competencies expected of a State Registrar.

- Leader of change; Leader of people;
- Results oriented; Business oriented;
- Strong verbal and written communication skills;
- Strong statistical, analytical background and experience;
- Management experience;
- Strong interpersonal skills

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with at least a master degree and experience equivalent to five or more years of full-time increasingly responsible professional analytic work including, and at least three years of management/supervisory experience. It is preferred that the applicant have experience with collecting and analyzing statistics as reported to NCHS and experience with implementation of a large IT system.

**COMPENSATION INFORMATION:** : minimum \$5,523; mid-point - \$7,731 monthly  
Negotiable – Commensurate with Qualifications

**Please Note:** A background check will be used as part of our hiring process.

**How to Apply:** Please email your resume to [Kathy.S.Allen@tn.gov](mailto:Kathy.S.Allen@tn.gov) .

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.